

June 13, 2014

SUBJECT:

The Rhode Island Lottery submits this bid request for
VINYL BANNERS. Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, Rhode Island 02920
Attention: Gerald S. Aubin
Director

BID 14-09A

P.O. #7890

QUANTITY: **UP TO 200 BANNERS - requested individually, as needed,
within a 12 month period**

Different Banners with different artwork for each

DESCRIPTION: Vinyl banner – 13 oz.
4ft. x 2ft.
Hemmed – fold back heat welded seams
Grommets on all 4 corners, silver or brass

INK: 4 color process
No bleeds
Artwork to be supplied for each banner

IMPORTANT: **Maximum 4 day turnaround after receipt of artwork**

PROOF: The first of each logo will require an artwork proof. A proof is to be provided in actual size on vinyl banner material. If the proof is approved the banner will be accepted and vendor may invoice.

OTHER: Bid price is to **include** all charges including shipping and handling

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

QUESTIONS: Please contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: **JULY 7, 2014**

NOTE: **BIDS WILL NOT BE ACCEPTED WITHOUT RETURN
LABEL ON ENVELOPE**

**INTERNET
VENDORS:** **VENDORS WHO USE THE INTERNET TO DOWNLOAD
INFORMATION MUST INCLUDE THE BID NUMBER ON
THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID
DEADLINE**

DO NOT FAX

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within 5 days of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

See attached Checklist

CHECKLIST

- ☒ Please include pricing for a **RUSH** delivery
- ☒ Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.
- ☒ Estimated delivery time is required with bid proposal
- ☒ Delivery **REQUIRED** **_within 4_** days after final art.
- ☒ Please provide a Sample of vinyl material **WITH** your sealed Bid proposal.
- ☐ Upon Bid Award, sample **REQUIRED**
- ☒ Pre-production Sample/Proof to be approved by the Rhode Island Lottery
- ☐ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- ☐ Bulk packaged
- ☒ The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis
- ☐ Insurance Certificate must be submitted with Bid proposal.
- ☐ Please include three (3) references with names, addresses and telephone numbers.
- ☒ Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov
- ☒ Successful out-of-state vendor **MUST** file a Certificate of Authority at www.sos.ri.gov and provide confirmation